

Retention and Classification Report

Agency: Salt Lake City (Utah). Cemetery (1010)

200 "N" Street
Salt Lake City, UT 84103

Records Officer

08779	Burial plot index
21867	Burial register
06729	Cemetery land sales and transfer reports
06730	Cemetery map book
06728	Cemetery monthly death report
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AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779

3

TITLE: Burial plot index

DATES: 1848-

ARRANGEMENT:

DESCRIPTION:

This series indexes the interment records kept by the City Cemetery and also provides access to the plot deeds and deed registers via the name of the deceased. Index entries include columns for the interment number, the deed number, the name of the deceased, the interment record page, deed register page, and location of burial by plat, block, lot, tier, and grave. Not all fields are filled in for all entries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until update received and then destroy.

Computer magnetic storage media: Retain in Agency Record Center permanently.

Microfilm master: For records beginning in 1848 through 1976. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1848 through 1976. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series provides access to both the interment records and the plot deeds series.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779

TITLE: Burial plot index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 21867

3

TITLE: Burial register

DATES: 1892-1896

ARRANGEMENT: Chronological.

DESCRIPTION:

This volume, entitled Record of Burials in City Cemetery is in register format. Columns include burial number, permit number, death certificate number, name of deceased, date of burial, owner of lot, location of lot, undertaker, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Death and burial information is a valuable historical record for family historians.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6729

3

TITLE: Cemetery land sales and transfer reports

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports are the city's copy of land sales and transfers submitted twice annually to the Salt Lake County Recorder for recording purposes. They are used to show that records have been filed with the county recorder. These reports include name of present owner, deed number, plat location, block number, lot number, whether purchase or transfer, and from whom transferred.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6730

3

TITLE: Cemetery map book

DATES: 1943-

ARRANGEMENT: by plat, lot, and block

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These large books contain maps of the city cemetery. They are used daily to local specific grave sites. The information contained in this book includes index, plat, block, and lot pages.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6728

3

TITLE: Cemetery monthly death report

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These monthly reports are the city's copy of a report furnished by the Salt Lake City-County and the Utah State Departments of Health for deaths when the deceased was buried in the City Cemetery. The cemetery maintains a copy of the report only to verify the report was made. These reports include death date, name of deceased, age, county where death occurred and name of funeral director.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6725

3

TITLE: Cemetery plot deeds

DATES: 1863-

ARRANGEMENT: Numerical by deed number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These deeds are the city's copy of actual deeds issued to owners of cemetery plots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. These deeds include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid, and receipt number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 11/1986

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Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6719

3

TITLE: Cemetery work orders

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These work orders ensure that specific problems are remedied by the Parks Department in the City Cemetery. Information from these work orders include date, person owning property, plat, block, lot and grave location, description of service requested, date service completed, and name of person completing service.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6719

TITLE: Cemetery work orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6721

3

TITLE: Manual burial plot index books

DATES: 1848-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This index consists of large books containing the names of property owners or deceased persons interred in the City Cemetery. It is used for reference purposes. Information from this index includes name, internment number, deed number, date interred, location of grave by plot, lot, block, tier, and grave number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6726

3

TITLE: Perpetual care certificates

DATES: 1863-

ARRANGEMENT: Numerical by certificate number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These certificates are the city's copy of certificates issued to grave owner. They are used as a cross reference to plot deeds to record if person has perpetual care. These certificates include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 11/1986

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Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6718

3

TITLE: Report of burials

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These monthly reports show specific burials at the City Cemetery. They are used for verification of work accomplished. These reports include date of death; name of deceased; age; county where death occurred; name of funeral director; and summary totals for each calendar year. Also shows totals of regular burials, removals from cemetery, and remains interred.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then destroy.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6727

3

TITLE: Sexton's receipt book

DATES: 1970-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These receipts are given for money received for burial lots in City Cemetery. They are used to record money generated by cemetery. These receipts include date, receipt number, from whom received, amount received, fees involved, credits, and cash sales.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.